



PowerSchool

Parent Portal – Creating Single-Sign-On (SSO) Login Accounts

- 1.) To begin, go to www.csdeagles.com, and click on '**Login to PowerSchool**'. Click on 'PowerSchool for Parents / Students'



[Powerschool for Parents | Students](#)

To Create Parent/Guardian Account:

- 2.) You will see a new page called "Create Parent/Guardian Account - **Login page > Create Account**. This page allows you to create your own parent/guardian account.

Click **Create Account**



PowerSchool

Parent Sign In

Username

Password

[Having trouble signing in?](#)

Sign In

Create an Account

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)

Create Account

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- 3.) The **first section** on the page, “**Create Parent/Guardian Account**,” is the information necessary to establish the new parent/guardian’s account. All fields in this section are required, and include the following:

First Name, Last Name, Email (must be unique), desired username (must be unique), password (must be at least 6 characters, re-enter password).

1st Section

* = required fields

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Create Parent Account

First Name *

Last Name *

Email *

Desired Username *

Password *

Re-enter Password *

New password must:
•Be at least 6 characters long

- 4.) The **second section** on the page, “**Link Students to Account**,” requires that the information for at least one student be provided, and includes the following:

Fill in the Student Name, Access ID, Access Password, Relationship

- 5.) The **Access ID & the Access Password** will be provided to you in the letter or email. They are case sensitive; they must be exactly as indicated in the letter.

2nd Section

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

	Student Name	Access ID	Access Password	Relationship
1.	<input type="text"/> *	<input type="text"/> *	<input type="text"/> *	-- Choose * <input type="button" value="v"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>

PowerSchool

Create Parent Account

First Name

Last Name

Email

Desired Username

Password  Strong

Re-enter Password

New password must:

- Be at least 6 characters long

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

	Student Name	Access ID	Access Password	Relationship
1.	<input type="text" value="Adrineh Avanesian"/>	<input type="text" value="aavan1234"/>	<input type="password" value="••••••"/>	<input type="text" value="Father, step"/> ▼
2.	<input type="text" value="Arsineh Avanesian"/>	<input type="text" value="aavan4321"/>	<input type="password" value="••••••"/>	<input type="text" value="Father, step"/> ▼
3.	<input type="text" value="Caroline Smith"/>	<input type="text" value="csmith2345"/>	<input type="password" value="••••••"/>	<input type="text" value="Father"/> ▼
4.	<input type="text" value="Jonah Smith"/>	<input type="text" value="jsmith4443"/>	<input type="password" value="••••••"/>	<input type="text" value="Father"/> ▼
5.	<input type="text" value="Marineh Smith"/>	<input type="text" value="msmith1874"/>	<input type="password" value="••••~•"/>	<input type="text" value="Father"/> ▼
6.	<input type="text" value="Vehanoosh Gahooh"/>	<input type="text" value="vgahooh3321"/>	<input type="password" value="••••~•"/>	<input type="text" value="Father, foster"/> ▼
7.	<input type="text"/>	<input type="text"/>	<input type="password"/>	<input type="text" value="-- Choose"/> ▼




Enter

Click **Enter**

- 6.) **Common data entry errors** include: failure to complete all fields, entering an email address or user name that is already associated with another account, or entering incorrect access IDs or passwords. **The ID's and passwords are case sensitive; please enter them exactly as indicated in the letter.** When a data entry error occurs, you will need to re-enter any information that was not entered correctly, and also re-enter any passwords for security reasons.

This is an example of what will appear if bad data is entered.

Create Parent Account

 You must enter all required values

First Name	<input type="text" value="Paul"/>
Last Name	<input type="text" value="Smith"/>
Email	<input type="text" value="psmith@gmail.com"/>
Desired Username	<input type="text" value="psmith"/>
Password	<input type="password"/>
Re-enter Password	<input type="password"/>

New password must:

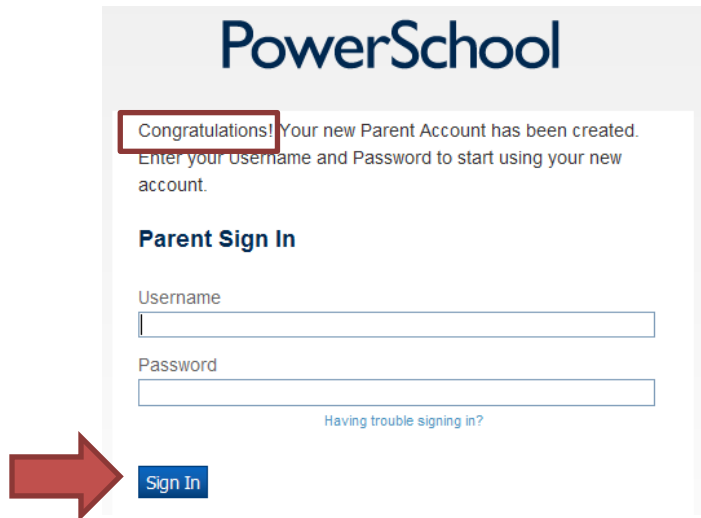
- Be at least 6 characters long

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

	Student Name	Access ID	Access Password	Relationship
1.	<input type="text" value="Adrineh Avanesian"/>	<input type="text" value="aavab1234"/>	<input type="password"/>	<input type="text" value="Father, step"/>
2.	<input type="text" value="Arsineh Avanesian"/>	<input type="text" value="aavan4321"/>	<input type="password"/>	<input type="text" value="Father, step"/>
3.	<input type="text" value="Caroline Smith"/>	<input type="text" value="csmith2345"/>	<input type="password"/>	<input type="text" value="Father"/>
4.	<input type="text" value="Jonah Smth"/>	<input type="text" value="jsmith4443"/>	<input type="password"/>	<input type="text" value="Father"/>
5.	<input type="text" value="Marineh Smith"/>	<input type="text" value="msmith1874"/>	<input type="password"/>	<input type="text" value="Father"/>
6.	<input type="text" value="Vehanoosh Gahoooh"/>	<input type="text" value="vgahoooh3321"/>	<input type="password"/>	<input type="text" value="Father, foster"/>
7.	<input type="text"/>	<input type="text"/>	<input type="password"/>	<input type="text" value="-- Choose"/>

Account Successfully Created!



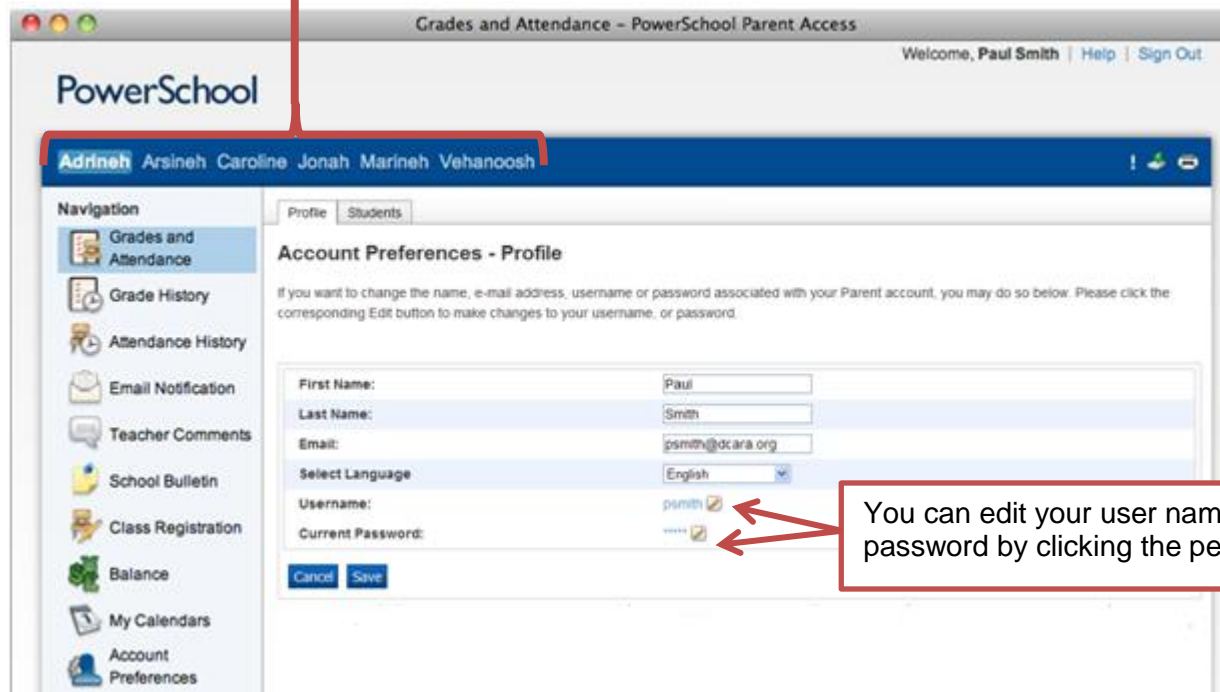
The image shows the PowerSchool Parent Sign In page. At the top is the PowerSchool logo. Below it, a message box says "Congratulations! Your new Parent Account has been created. Enter your username and Password to start using your new account." Underneath is the "Parent Sign In" section with fields for "Username" and "Password". A link "Having trouble signing in?" is below the password field. A red arrow points to the "Sign In" button.

Enter your username and password, click **Sign In** to login.

Account Preferences

7.) “**Account Preferences**” is available and is accessible once you have logged in. This page will allow you to manage your account information, including your name, your username, your account password, and your email address. You can also add other children to your account, provided the access ID and access password for any child you wish to add that is currently enrolled. At this time, only Middle and High School parents and students have access to PowerSchool’s Parent Portal.

Please note that there is a separate tab for each child.



The image shows the PowerSchool Account Preferences - Profile page. The browser title is "Grades and Attendance - PowerSchool Parent Access". The page header says "Welcome, Paul Smith | Help | Sign Out". The navigation menu on the left includes: Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, Balance, My Calendars, and Account Preferences. The main content area has tabs for "Profile" and "Students". The "Profile" tab is active, showing the "Account Preferences - Profile" section. It contains fields for First Name (Paul), Last Name (Smith), Email (psmith@dcara.org), Select Language (English), Username (psmith), and Current Password (masked). There are "Cancel" and "Save" buttons at the bottom. A red box highlights the "Students" tab, with a note saying "Please note that there is a separate tab for each child." Another red box highlights the pencil icons next to the Username and Current Password fields, with a note saying "You can edit your user name and/or password by clicking the pencil."

8.) Parents/guardians may enter the information for up to seven students when initially establishing their account. If you need to add additional students they can do so after establishing the account by logging in and navigating to **Account Management > Students**.

The screenshot shows the 'Account Preferences - Students' page. At the top, there are two tabs: 'Profile' and 'Students'. The 'Students' tab is highlighted with a red box, and a red arrow points to it from a text box that says 'Click the Students tab to add another child'. Below the tabs, the title 'Account Preferences - Students' is displayed. A message states: 'To add a student to your Parent account, click the ADD button.' Below this is a section titled 'My Students' containing a list of four students: Adrineh Avanesian, Adsineh Avanesian, Caroline Smith, and Jonah Smith. To the right of this list is a blue button with a plus sign and the word 'Add', which is also highlighted with a red box. A red arrow points to this button from a text box that says 'Click'.

9.) Enter the required information for the next child.

The screenshot shows the 'Add Student' form. It has a title bar with 'Add Student' and a close button. The form contains four fields: 'Student Name' with the value 'Barry Smith', 'Access ID' with the value 'bsmith6677', 'Access Password' with masked dots, and 'Relationship' with a dropdown menu showing 'Father'. At the bottom right, there are two buttons: 'Cancel' and 'Submit'.

10.) Once you click **Submit**, a tab will appear with the added child's name.

What if you forget your login information?

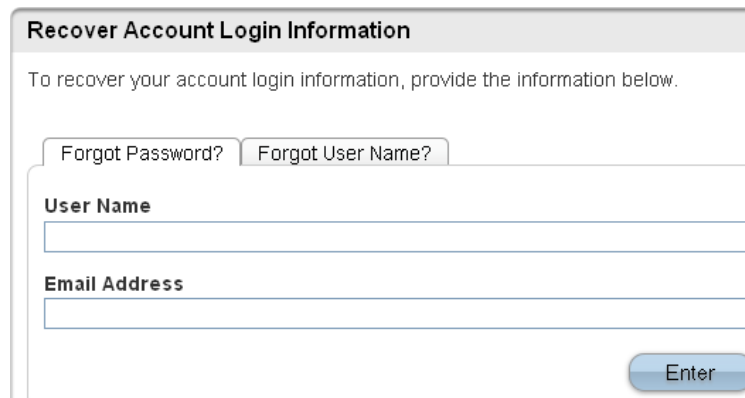
11.) On the login page click on Having Trouble Logging in?

The screenshot shows the 'Login' page. It has a title bar with 'Login'. Below the title bar are two input fields: 'User Name' and 'Password'. Below the 'Password' field is a link that says 'Having trouble logging in?'. At the bottom right, there is a 'Submit' button. A black arrow points from the text 'Having trouble logging in?' to the link.

12.) **If you forgot your Password:**

- Fill in your User Name
- Fill in your E-Mail Address
- Hit Enter

13.) The system will authenticate your information and send you a Security Token with instructions on how to re-set your Password to the E-Mail address listed.



The screenshot shows a web form titled "Recover Account Login Information". Below the title is a instruction: "To recover your account login information, provide the information below." There are two tabs: "Forgot Password?" (which is active) and "Forgot User Name?". Under the active tab, there are two text input fields: "User Name" and "Email Address". At the bottom right of the form is a blue button labeled "Enter".

14.) **It is important to note that the Security Token sent is only good for 30 minutes. If the Parent/Guardian fails to re-set the Password in that allotted time, you will need to repeat the process.**

15.) **If you forgot your User Name:**

- Click on the Forgot User Name tab
- Enter your E-Mail Address
- Hit Enter

The system will authenticate your information and send you an E-Mail listing your User Name.

Thanks for using our system.